



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Thursday, April 16, 2009
<b>POSITION TITLE:</b>	Chief, Operations Support, Division of Adult Institutions	<b>FINAL FILING DATE:</b>	Friday, May 8, 2009
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,762.00 / Month	<b>BULLETIN ID:</b>	04162009_3

### POSITION DESCRIPTION

NOTE: The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

Under the administrative direction of the Deputy Director, Division of Adult Institutions, the Chief, Operations Support is responsible for administering the ongoing operations of the statewide programs assigned to the Section consistent with the Department's Strategic Plan. The Chief plans, organizes, directs, and coordinates with all program activities through subordinate managers; has extensive involvement in program and policy formulation, implementation and management; coordinates Section activities with other departmental and institutional programs to ensure operational effectiveness, and resolves operational problems. The Chief formulates and provides interpretation of operational policy and procedures, and ensures that those policies and procedures are being followed by both headquarters and field programs for which the position has oversight responsibility.

The Chief, Operations Support has responsibility for the administration of the following program areas: right prison right mission, classification services, correctional case records, inmate transportation, division support, technology support, and various other administrative functions.

Examples of some of these functions include:

**Right Prison Right Mission** - The Right Prison Right Mission Program is responsible for examining the present and future needs of the California Department of Corrections and Rehabilitation in relation to the male inmate population and through this examination determine a strategy for housing that population in the most appropriate manner without the need to build additional facilities.

**Classification Services Unit** - The Classification Services Unit (CSU) provides administrative

oversight for the Department's classification system and is responsible for the management of the statewide inmate population. The Population Management Unit of CSU is responsible for approval and management of the statewide inmate movement from the counties jails and throughout the various institutions.

Correctional Case Records - Correctional Case Records is responsible for the overall administration of the statewide Correctional Case Records Services Units, which have responsibility for statewide administration and management of Correctional Case Records Program.

Transportation - The major function of the Unit is the statewide transfer of inmates throughout the State and the return of inmates from out-of-state to the Department.

Program Support Unit - The Program Support Unit serves as the primary analysis and resource section for the Division of Adult Institutions and assists management in the analysis, guidance, and assistance of fiscal, budgetary, personnel, contracts/procurement, and technology support, as well as, in implementing programs or operational endeavors.

Standardized Procedures Unit - This unit develops/modifies procedures or operations impacting Institution food service operations, Use of Force, Recycle and Salvage Program, inmate property, and inmate vendor package programs. This unit also manages the Administrative Officer of the Day process.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **SPECIAL REQUIREMENTS**

The Chief, Operations Support, Division of Adult Institutions, CEA Level 3 is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

### **PEACE OFFICER REQUIREMENTS:**

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and

has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Management experience in a large correctional setting at a level equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator, including knowledge and principles of custody, security, inmate classification, inmate transportation, and inmate case records.
- Ability to analyze complex problems; prescribe and initiate effective courses of action; formulate and implement policies, procedures, and programs related to correctional institution operations.
- Experience in the ability to plan, organize, and direct professional and multidisciplinary staff and the ability to establish collaborative partnerships and enhanced customer service.
- Experience as a manager in motivating staff and achieving an equal employment opportunity workplace; ability to make sound, ethical decisions regarding highly sensitive personnel matters.
- Demonstrated abilities in communicating effectively, both orally and in writing and in representing the Department with legislators, local government jurisdictions, law enforcement agencies, state and federal agencies, community leaders, bargaining units, and the public.
- Experience in fiscal planning and development and budget management including the principles, practices, and methods of fiscal accountability, (e.g., capital outlay, procurement, special projects, position allocation and reconciliation.)

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated

the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Operations Support, Division of Adult Institutions**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

### FILING INSTRUCTIONS

#### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

#### Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments  
P.O. Box 942883, Sacramento, CA 95691  
Vicki Ann Tapia | (916) 445-9287 | [vickiann.tapia@cdcr.ca.gov](mailto:vickiann.tapia@cdcr.ca.gov)

### ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

### SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise

the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>